



## Supplement: Home Page Features



### Introduction

This supplement adds to the information provided in the [MyTavel Quick Start Guide for Travelers](#) and [MyTravel Quick Start Guide for Approvers](#). You can also find a wealth of introductory information in the vendor-created [User Guides and Demonstrations](#). If you are using an online version of this supplement, selecting the links in it will take you directly to the other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

**Note:** For best results, use the Chrome browser to access MyTravel.

### Home Page Basic Layout

When you log into [MyTravel](#), the MyTravel home screen (Figure 1) opens. It contains (list numbers equate to indicator numbers in Figure1):

1. Navigation links
2. Access to personal information, support, and help
3. Tabs to create new documents or access existing documents
4. **Trip Search:** An itinerary creation tool where you begin creating a travel request
5. **Alerts and Company Notes:** Regularly updated important information
6. **My Trips:** Links to documents pertaining to upcoming trips
7. **My Tasks:** Tabs to open documents and unused expenses

See the individual sections of this supplement for explanations of each.

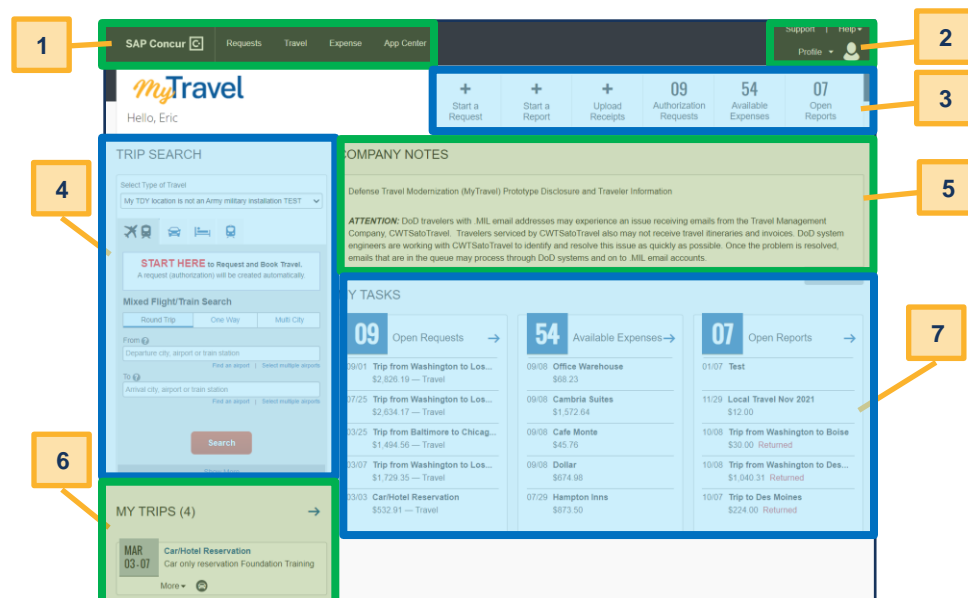


Figure 1: MyTravel Home Screen

## Navigation Links

The links seen in Figure 2 are available on all MyTravel screens. They are:

1. **SAP Concur** – Brings you back to the MyTravel home screen.
2. **Requests, Travel, and Expense** take you to screens from which you can create new and view existing documents. You will rarely need to use them, as the **My Tasks** options and **Trip Search** tool (see those sections below) usually provide much better options.
3. **App Center** – Provides a list of apps you can connect to MyTravel on your personal and Government devices.

**Note:** Approvers have an additional link – **Approvals** – between **Expense** and **App Center**. Select it to see documents awaiting approval. Travel Managers may have additional options, depending on the roles they server, but they are beyond the scope of this supplement.



Figure 2: Navigation Links

## Personal Information and Help

There are three sources of information (see Figure 3) in this small section:

1. **Support** gives you access to online help by ticket (aka, “case”) or via chat. If you are a travel manager, an **Administration** link replaces the **Support** link. Its use is beyond the scope of this supplement.
2. **Help** provides, among other things, a link to vendor-created training resources. For Travel Administrators, it also contains your support options.
3. **Profile** allows you to [update your profile](#) and log off MyTravel. If you have the appropriate permissions, it also lets you [work as a Proxy or Delegate](#) for another user.
4. The single-person icon shows that you are working on your own documents. While you are working on someone else’s documents as a Delegate or Proxy, it changes to the green, two-person button.

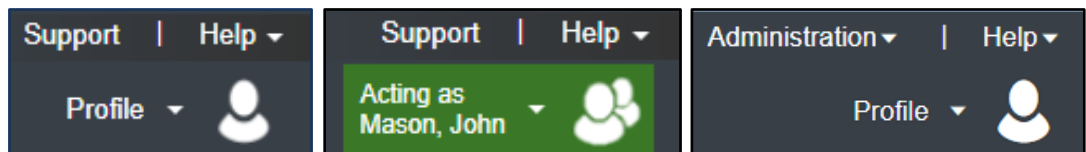


Figure 3: Personal Information, Support, and Help

## Document Tabs

Document tabs (see Figure 4) include 6 items for Travelers:

1. **+ Start a Request:** Select it to create a new trip request, but only use it when your TDY trip requires no reservations. If you need to make any reservations, always start with **Trip Search** (see that section below).
2. **+ Start a Report:** Select it to create an expense report, whether for [official travel in the local area](#) or following TDY travel.

## Document Tabs (continued)

3. **+ Upload Receipt:** Provides tools to help you [manually upload receipt images](#) into an existing expense report.
4. **## Authorization Requests:** View a list of all your active trip requests. Also displays a selectable menu to see other types of trip requests.
5. **## Available Expenses:** View a list of expenses that you entered into the system or that MyTravel created from your GTCC transactions, but do not yet appear in any documents. You can attach them to an expense report from that list – though a better and easier option is to upload them from within the expense report itself.
6. **## Open Reports:** View a list of your active expense reports. Also displays a selectable menu to see other types of expense reports.

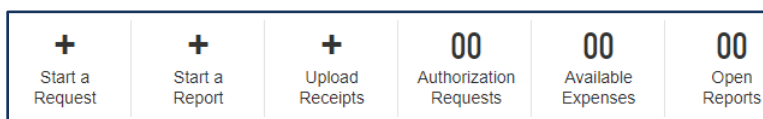


Figure 4: Document Creation and Access Tabs (Traveler)

**Note:** For the last three items, the **##** reflects the number of available items.

For Approvers, the tabs are slightly different in two ways, as seen in Figure 5.

The **+ New** tab opens a drop-down menu from which you can access the **Start a Request**, **Start a Report**, and **Upload Receipts** options described above.

The tab – **## Required Approvals** – provides access to documents you need to approve.

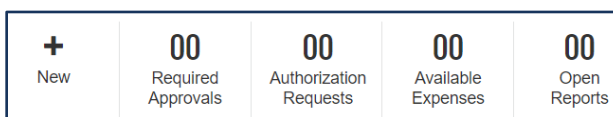


Figure 5: Document Creation and Access Tabs (Approver)

## Trip Search

This is where you usually start building a TDY trip request. See the **Document Tabs** section above for TDYs that require no reservations.

On this portion of the screen (Figure 6), enter your itinerary information, which also tells MyTravel which types of reservations – flight, rental car, hotel – you need.

**Trip Search**  
(continued)

TRIP SEARCH

Select Type of Travel

My TDY location is not an Army military installation TEST

✈️

🚆

🚗

🛏️

🚊

START HERE to Request and Book Travel.

A request (authorization) will be created automatically.

Mixed Flight/Train Search

Round Trip

One Way

Multi City

From ?

Departure city, airport or train station

Find an airport | Select multiple airports

To ?

Arrival city, airport or train station

Find an airport | Select multiple airports

Depart ?

📅

depart

09:00 am

± 4

▼

Return ?

📅

depart

03:00 pm

± 4

▼

☐ Pick-up/Drop-off car at airport

☒ Find a Hotel

Search within

10

miles from

☐ Airport

☐ Address

☐ Company Location

☒ Reference Point / Zip Code

Reference Point / Zip Code

(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Only show results containing:

Search by

Price

▼

Search

Figure 6: Trip Search

## Alerts and Company Notes

**Alerts** are messages from the vendor about new tools and functions, trip requests you began but didn't finish, etc. **Company Notes** contains DoD-wide messages pertinent to all MyTravel users. This may one day allow your Component or a smaller organization to post information that only applies at those levels. You can see examples in Figure 7.

**Note:** Select **Read More** under **Company Notes** to see important information that doesn't fit within the default-size text box. This includes helpful hints for first-time users, help desk and Travel Management Company (TMC) contact information, and more.

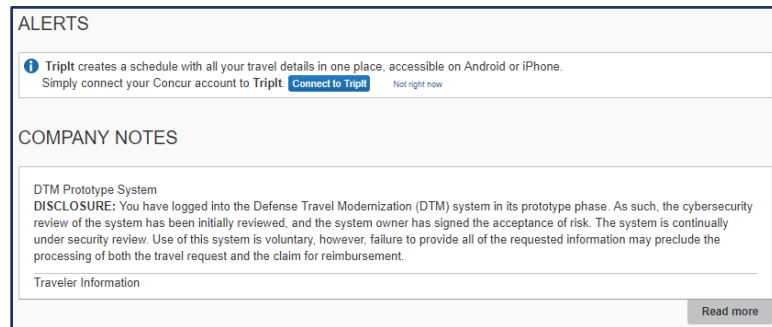


Figure 7: Alerts and Company Notes

## Upcoming Trip Documents

The **My Trips** section (Figure 8) lists your trip requests for trips that have not yet begun.

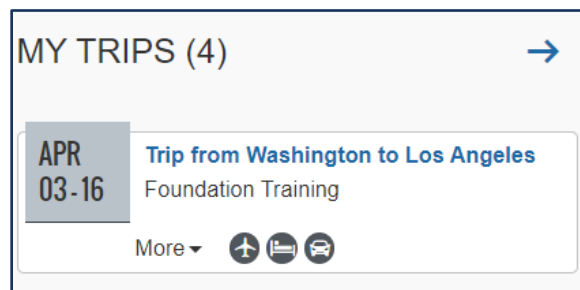


Figure 8: My Trips

## Active Document Tabs

As seen in Figure 9, the **My Tasks** area has three sections, which offer two options:

1. Selecting the header area – next to the blue number – has the same effect as selecting one of the tabs in the **Document Tabs** section (see above).
2. The body – where the gray icons appear – contains a short list of available items. Selecting a listed trip request or expense report opens the document. Selecting a listed expense opens a screen that lets you work with expense reports and expenses – open an expense report, import an expense, etc.

Active Document Tabs  
(continued)

MY TASKS

09

Open Requests

→

09/01

Trip from Washington to Los...

\$2,826.19 — Travel

07/25

Trip from Washington to Los...

\$2,634.17 — Travel

03/25

Trip from Baltimore to Chicag...

\$1,494.56 — Travel

03/07

Trip from Washington to Los...

\$1,729.35 — Travel

03/03

Carl/Hotel Reservation

\$532.91 — Travel

54

Available Expenses

→

09/08

Office Warehouse

\$68.23

09/08

Cambria Suites

\$1,572.64

09/08

Cafe Monte

\$45.76

09/08

Dollar

\$674.98

07/29

Hampton Inns

\$873.50

07

Open Reports

→

01/07

Test

11/29

Local Travel Nov 2021

\$12.00

10/08

Trip from Washington to Boise

\$30.00 Returned

10/08

Trip from Washington to Des...

\$1,040.31 Returned

10/07

Trip to Des Moines

\$224.00 Returned

Figure 9: My Tasks

Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations  
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link  
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's MyTravel screen at  
<https://www.defensetravel.dod.mil/site/mytravel.cfm>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.